

# **VACANCY ANNOUNCEMENT**

## **Announcement No.060**

OPEN TO: All Interested Candidates

POSITION: GENERAL MAINTENANCE FOREMAN

OPENING DATE: January 20, 2012

CLOSING DATE: February 3, 2012

WORK HOURS: Full-Time: 40 hrs. per week

NOTE: ALL APPLICANTS WHO ARE NOT FAMILY MEMBERS OF USG EMPLOYEES OFFICIALLY ASSIGNED TO POST AND UNDER CHIEF OF MISSION AUTHORITY MUST BE RESIDING IN COUNTRY AND HAVE THE REQUIRED WORK AND RESIDENCY PERMIT TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Malta is seeking an individual for the position of Maintenance Supervisor.

### **BASIC FUNCTIONS OF POSITION:**

The incumbent is responsible for all hands on maintenance and repair at the embassy including carpentry, plumbing, painting, welding, roofing, paving and masonry maintenance.

These activities are performed in a timely manner according to code and industry standards. Incumbent provides hands on maintenance support to government owned and short-term lease properties to assure the quarters and government owned systems and equipment are properly maintained. Responsible for coordinating with landlord maintenance staffs to assure STL properties are in peak condition. Responsible for maintaining government provided appliances and coordinating installation and repairs. Work is performed under the general supervision of the Maintenance Supervisor or Facilities Manager (FM). The incumbent is required to work; delegates some work requirements and supervises some work involving carpentry, plumbing, painting, and masonry. The incumbent works with ten employees who include the landscaping, janitorial and elevator contractors. This includes daily communication with landscaping and janitorial contractors and monthly quality assurance reports. Directly supervises one carpenter, one trades helper assigned to the General Maintenance team

Based on instructions from the Maintenance Supervisor or FM, maintains the embassy compound repair and maintenance of all carpentry, painting, welding, roofing, paving and masonry maintenance. Also, responsible for all STL properties and make ready projects through Landlord or FM staff, assigns and completes approved work orders and schedules preventive maintenance work.

Periodically checks the various equipment and furnishings associated with the government provided STL equipment. Coordinates contractor schedules and tenant schedules to assure professional maintenance service visits.

Prepares required reports for the section, Surveys STL facilities for SHEM certification and technical inspection, recommends the purchase of tools and materials for improving efficiency and maintains spares for repair and maintenance activities.

Performs other duties as assigned including working as part of a preventative maintenance team with other disciplines, assists with or responds to emergency calls.

### **QUALIFICATIONS REQUIRED:**

Note: All applicants are instructed to address each selection criterion detailed below with specific and comprehensive information supporting each criteria.

1. Education: Completion of 2 years of vocational technical institute with an emphasis on journeyman electrical skills.
2. Minimum of 7 years of progressively responsible experience as a professional technician with a large modern commercial or Government office building in maintenance and repair and/or construction of which 3 years is as a supervisor is required. Knowledge of US building, trade, construction, fire and safety codes and standards.
3. Language Requirement: Fluent English and Good working knowledge of Maltese.
4. Other criteria: Must have good general maintenance knowledge of household appliances, electrical, plumbing systems, painting, and landscape maintenance.
5. Other skills: Must have the ability to plan, repair and maintain systems. Must schedule preventive maintenance activities for assigned workers as well as coordinating the maintenance staff daily, weekly and monthly schedules. Ability to use a variety of powered and non-powered hand tools to perform maintenance and repair activities daily. Ability to read and understand blue prints, as well as mechanical and electrical schematic diagrams required. Driver's license desired.
6. Interpersonal skills: Must have strong supervisory and organizational skills, Must be able to work well in groups, communicate well.

### **ADDITIONAL CRITERIA**

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. EFM's who currently hold a PIT/FMA appointment are ineligible to apply for advertised position within the first 90 calendar days of that appointment.

### **SELECTION PROCESS:**

A post employment Committee will make the final selection.

### **TO APPLY**

Interested applicants for this position must submit the following or the application will not be considered:

1. Universal Application for Employment as a Locally Employed Staff or Family Member (DS-174); OR
2. a current resume or curriculum vitae that provides the same information as the UAE, OR
3. A combination of both: i.e. Sections 1-24 of the UAE along with a listing of applicant's work experience attached as a separate sheet, PLUS
4. Candidates who claim US Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.
5. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

## **SUBMIT APPLICATION TO**

Human Resources Office  
Attention: Laura Danylin

American Embassy,  
Ta' Qali National Park  
Attard, ATD 4000  
Malta

## **POINT OF CONTACT**

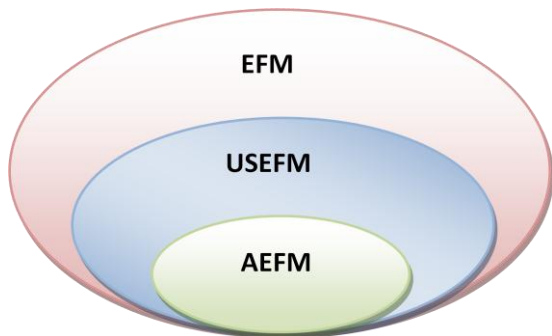
Name Joseph Gatt  
Telephone: 2561 4112

## **CLOSING DATE FOR THIS POSITION: February 3, 2012**

**The US Mission in Malta provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.**

**The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief. complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.**

## Appendix A DEFINITIONS



This diagram demonstrates how an Appointment Eligible Family Member (AEFM) is also a U.S.-citizen Eligible Family Member (USEFM) as well as an Eligible Family Member (EFM).

1. **Eligible Family Member (EFM):** An individual related to a U.S. Government employee in one of the following ways:

- Spouse or same-sex domestic partner (as defined in [3 FAM 1610](#));
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;
- Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.

2. **U.S. Citizen Eligible Family Member (USEFM):** For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:

- U.S. Citizen; and,
- EFM (see above) at least 18 years old; and,
- Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan; and either:
  1. Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or
  2. Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.

3. **Appointment Eligible Family Member (AEFM):** EFM (see above) eligible for a Family Member Appointment for purposes of Mission employment:

- Is a U.S. citizen; and

- Spouse or same-sex domestic partner (as defined in [3 FAM 1610](#)) or a child of the sponsoring employee who is unmarried and at least 18 years old; and
- Is listed on the travel orders or approved Form [OF-126](#), [Foreign Service Residence and Dependency Report](#), of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad at a U.S. mission, or at an office of the American Institute in Taiwan (AIT), and who is under chief of mission authority; and
- Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, office of the American Institute in Taiwan.
- Does not receive a Foreign Service or Civil Service annuity

4. **Member of Household (MOH):** An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. An MOH is:

- Not an EFM; and,
- Not on the travel orders of the sponsoring employee; and,
- Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

A MOH is under COM authority and may include a parent, unmarried partner, other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a U.S. Citizen.

4. **Not Ordinarily Resident (NOR)** – An individual who:

- Is not a citizen of the host country; and,
- Does not ordinarily reside (*OR*, see below) in the host country; and,
- Is not subject to host country employment and tax laws; and,
- Has a U.S. Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

5. **Ordinarily Resident (OR)** – A Foreign National or U.S. citizen who:

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.

EFMs without U.S. Social Security Numbers are also OR. All OR employees, including U.S. citizens, are compensated in accordance with the Local Compensation Plan (LCP).

## Appendix B

If an applicant is submitting a resume or curriculum vitae, s/he must provide the following information equal to what is found on the UAE.

**Failure to do so will result in an incomplete application.**

- A. Position Title
- B. Position Grade
- C. Vacancy Announcement Number (if known)
- D. Dates Available for Work
- E. First, Middle, & Last Names as well as any other names used
- F. Current Address, Day, Evening, and Cell phone numbers
- G. U.S. Citizenship Status (*Yes or No*) & status of permanent U.S. Resident (Yes or No; if yes, provide number)
- H. U.S. Social Security Number and/or Identification Number
- I. Eligibility to work in the country (*Yes or No*)
- J. Special Accommodations the Mission needs to provide (*Yes or No; if yes, provide explanation*)
- K. If applying for position that includes driving a U.S. Government vehicle, Driver's License Class / Type
- L. Days available to work
- M. List any relatives or members of your household that work for the U.S. Government (include their Name, Relationship, & Agency, Position, Location)
- N. U.S. Eligible Family Member and Veterans Hiring Preference
- O. Education
- P. License, Skills, Training, Membership, & Recognition
- Q. Language Skills
- R. Work Experience
- S. References